



Office of Licensing and Professional Standards  
219 North Main Street, Suite 402  
Barre, VT 05641  
(802) 479-1700

## TRANSCRIPT REVIEW INSTRUCTIONS

At this time you can complete this application in the Vermont Online Licensing System for Educators. You can do this by going to the Vermont Online Licensing System for Educators <https://alis.edlicensing.vermont.gov/Login.aspx>, registering, and completing the transcript review application to become eligible for initial licensure OR add an endorsement to your teaching credentials. When you register, please include a current **email address that you check frequently**.

To help facilitate the Agency's service to you, it is important that you update your personal information in the online system anytime it changes. The email address on record will be used to communicate information about this application as it is processed beginning with an email receipt verifying the Agency has received this application.

- If you would like a mailed receipt as well, please include a stamped and self-addressed postcard with your application. It will be date-stamped to verify receipt and returned to you.
- **If you would like** your official college transcripts or test scores reports returned to you after processing, please **include a note of request and self-addressed stamped envelope with your application**. If not, these materials will be scanned into your record and shredded once processing is complete.

### The 11 steps to completing the Transcript Review Application

**NOTE: Incomplete applications will be returned to applicants unprocessed, minus the \$50.00 non-refundable processing fee.**

**1. Application Form:** Complete, sign and date the Transcript Review Application Form.

**2. Complete Transcript Review Endorsement Worksheet(s)**  
**(This worksheet needs to be downloaded separately from this packet)**

Complete the Transcript Review Worksheet(s) for the specific endorsement(s) you are seeking to the best of your ability listing courses you have completed next to each competency that was covered in the course. 75% of the required competencies must be met AND proposed coursework for the remaining competencies must be listed for the

application to be accepted. Each content topic must be matched with one or more credit-bearing academic course(s). A content topic may be addressed by more than one course; likewise, a course may address more than one content topic. Worksheets that are blank or simply state “see transcript” will not be processed and will be **returned** to the educator. **(The content topics listed on the Endorsement Worksheet summarize the endorsement competencies developed and approved by the Vermont Standards Board for Professional Educators.)**

### 3. Submit Course Descriptions or Course Syllabi

A course syllabus or course description is required when the course title does not clearly identify the course’s content. The syllabus or description will be used to verify that the content required was covered in the course. **When in doubt, please enclose course descriptions.**

### 4. Include Official College transcripts or an e-receipt verifying the transcripts have been sent to the Agency. (Transcripts may be sent directly from the institution to the Office of Educator Licensing *OR* submitted by the applicant in envelopes sealed by the college/university. *Student copies that have been opened will not be considered Official.* Electronic Transcripts are now accepted provided they are sent directly from the Institution to this Office via the AOE’s Licensing email at [AOE.Transcripts@state.vt.us](mailto:AOE.Transcripts@state.vt.us))

**Please Note: Through Transcript Review this Office can only accept credit bearing academic coursework that shows up on an official transcript from a college or university with a grade of “C” toward fulfillment of the requirements for the additional endorsement.**

### 5. Verify Praxis testing has been or will be met

The Agency needs verification that you have completed Praxis testing. Verification can be made by submitting a sealed Official Score report from ETS or with a dated receipt that shows a test has been or will be completed within the next 30 days.

### 6. Verify Practicum has been completed

Verification of your practicum(s) is required to satisfy all practicum requirements for additional endorsements. This verification can be in the form of a letter on official letterhead from a Supervisor or Principal detailing the position and duties completed, the grade level(s) you served, the Licensed Educator you collaborated with and a brief description of your interactions, observations, etc., and the exact number of hours completed during this experience.

When using the transcript review process to qualify for initial licensure, you will need to verify that you have completed a 13-week student teaching experience. You can download and complete the “Alternative Student Teaching Form” from the following link:

[http://education.vermont.gov/documents/EDU-Licensing\\_Student\\_Teaching\\_Alternative\\_Worksheet.pdf](http://education.vermont.gov/documents/EDU-Licensing_Student_Teaching_Alternative_Worksheet.pdf)

7. **Submit documentation of additional credentials** as required considering the endorsement being sought (e.g. Copy of Nursing License, First Aid card, CPR-AED card, etc.)

8. **Complete worksheet for Core Teaching Standards for Vermont Educators**

If this is your initial endorsement, please download and complete the appropriate *Core Teaching Standards for Vermont Educators* worksheet at the following website:

[http://education.vermont.gov/documents/EDU-Licensing\\_Core\\_Teaching\\_Standards\\_Worksheet.pdf](http://education.vermont.gov/documents/EDU-Licensing_Core_Teaching_Standards_Worksheet.pdf)

9. **Resume.** You must include a current resume with your application.

10. **Submit a check for \$50.00;** a non-refundable processing fee. Payable to the Vermont Agency of Education

11. **Mail to** Vermont Agency of Education  
Office of Educator Licensing and Professional Standards  
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**Processing: Licensing Office Determination**

You will receive a **Determination Letter** from a Licensing Specialist when your application has been reviewed. Processing time for a transcript review application is 4-5 weeks in late fall through spring; 6-8 weeks minimum in late spring and summer.

NOTICE TO LICENSEES AND APPLICANTS: Vermont Standards Board for Professional Educators Rule 5840 governs public and other access to license records, and can be found within the VSBPE Rules at:

[http://education.vermont.gov/documents/educ\\_5100\\_licensing\\_regulations.pdf](http://education.vermont.gov/documents/educ_5100_licensing_regulations.pdf)